

STATE OF NEVADA
BOARD OF PSYCHOLOGICAL EXAMINERS

4600 Kietzke Lane, Bldg E-141 ♦ Reno, NV 89502 ♦ (775)688-1268 ♦ FAX (775)688-1272
nbop@govmail.state.nv.us

INFORMATION/INSTRUCTIONS FOR
APPLICATION FOR LICENSURE AS AN ASSISTANT BEHAVIOR ANALYST

APPLICATION REQUIREMENTS

1. **APPLICATION FORM FOR LICENSURE.** The application and all other requested materials must be completed, signed, notarized, and received by the Board before the application will be processed.
2. **APPLICANT MUST BE A U.S. CITIZEN OR MUST BE LAWFULLY ENTITLED TO REMAIN AND WORK IN THE UNITED STATES.** Naturalized citizens must forward a copy of their naturalization certificates. Aliens must submit a copy of documentation from the United States Immigration and Naturalization Service evidencing the lawful entitlement of the applicant to remain and work in the United States.
3. **CHARACTER REFERENCE FORMS.** Make a copy of the character reference form for each of the three (3) required character references. Send one form directly to each reference for return to the office of the Board.
4. **VERIFICATION OF CERTIFICATION.** Send an e-mail to Behavior Analyst Certification Board (BACB) with "Nevada Verification of [your name and certification number]" in the subject line. The e-mail should be addressed to verifications@bcb.com and copied (i.e., CC'ed) to the Board at nbop@govmail.state.nv.us. The e-mail must include a request that the BACB send verification of your certification status to the Board via the address nbop@govmail.state.nv.us.

Applicants must also submit a copy of their certification from the Behavior Analyst Certification Board with your application.

5. **PHOTOGRAPHS.** Two high quality passport size head shots, in either color or black/white, must accompany each application. One photograph should be affixed to the application and the other should be loose (with name printed on the back).
6. **FEES:**
 - a) A check for \$100.00 (non-refundable) must accompany the completed application;
 - b) Following successful completion of the state exam, a \$25.00 license fee plus a \$275.00 biennial fee prorated for the remainder of the biennium.
 - c) The fee for the State examination will be determined at a later date.
7. **TRANSCRIPTS.** Official transcripts must be sent to the Board office from the institutions where the degree was granted.

8. **SUPERVISOR QUALIFICATION FORM.** Have your supervisor complete the Licensed Assistant Behavior Analyst Supervision Qualification Form for submission to the Board with your application. This form must be completed with the supervisor's information.

LICENSING PROCEDURES

1. **WHEN TO APPLY.** An application for licensure may be filed at any time after receipt of the bachelor degree.
2. **COMMUNICATION WITH THE BOARD.** A letter of acknowledgement will be sent shortly after application is received by the Board. Applicants will be notified by mail that either a file is complete or that specific documents are missing.

As the Board cannot acknowledge receipt of individual items, those wishing receipt confirmation should send documents **CERTIFIED MAIL, RETURN RECEIPT REQUESTED.**

3. **STATUTES AND REGULATIONS.** NRS 641 (the Statute) and NAC 641 (the Administrative and Conduct Regulation) governing the practice of Psychology and Behavior Analysis in Nevada are available on our web site at <http://psyexam.state.nv.us> and should be studied thoroughly prior to the state exam. Statutes cross-referenced in NRS 641 may be reviewed at the county law library, or on-line at <http://leg.state.nv.us/law1.cfm>.
4. **STATE EXAMINATIONS** will be administered to applicants who have met all other requirements. Applications must be complete at least 90 days before the examination dates to obtain Board approval to sit for the exam. Applicants should be well versed on sound professional practices, moral/ethical issues, NRS 641 (the Statute) and NAC 641 (the Administrative and Conduct Regulation). Additional instructions will be sent following schedule of the exam.
5. **FINGERPRINTING** instructions will be sent as soon as your completed application is received by the Board office. We are unable to issue a license until the results of the fingerprint report has been received.
6. **SPECIAL ACCOMMODATIONS, IF ANY,** should be requested of the Board at the time of application.

NOTE: If additional information is needed, or if there are questions, contact the Board at the address/phone number on this document.